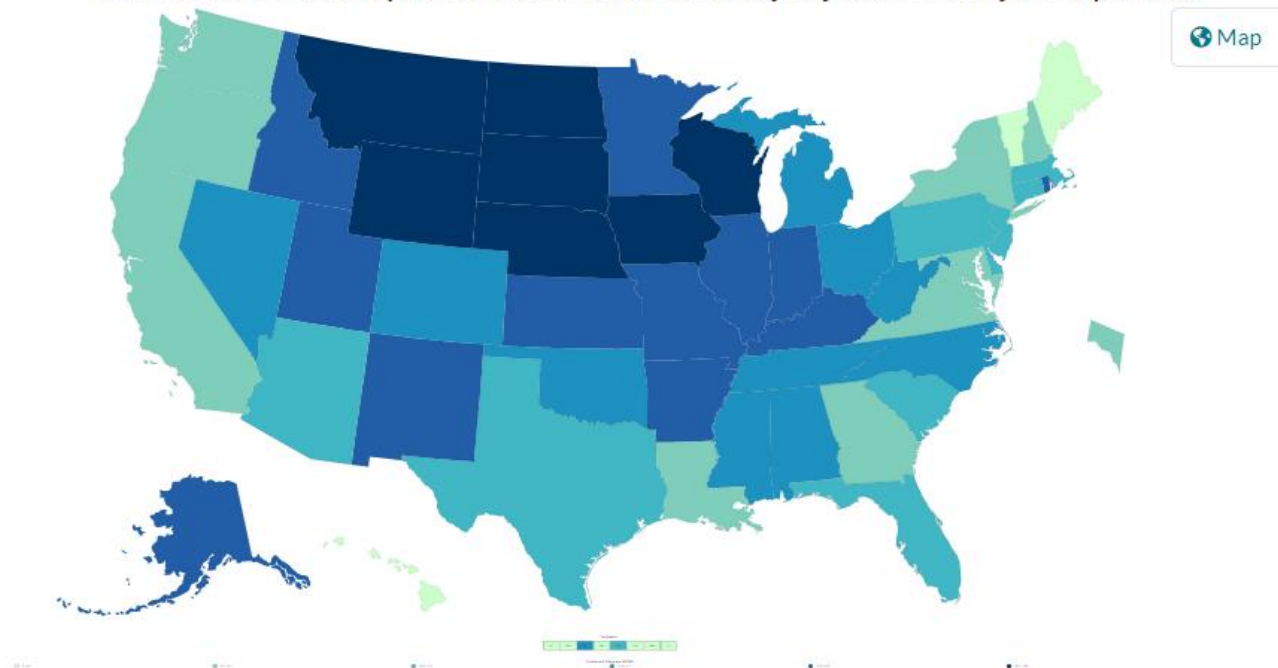




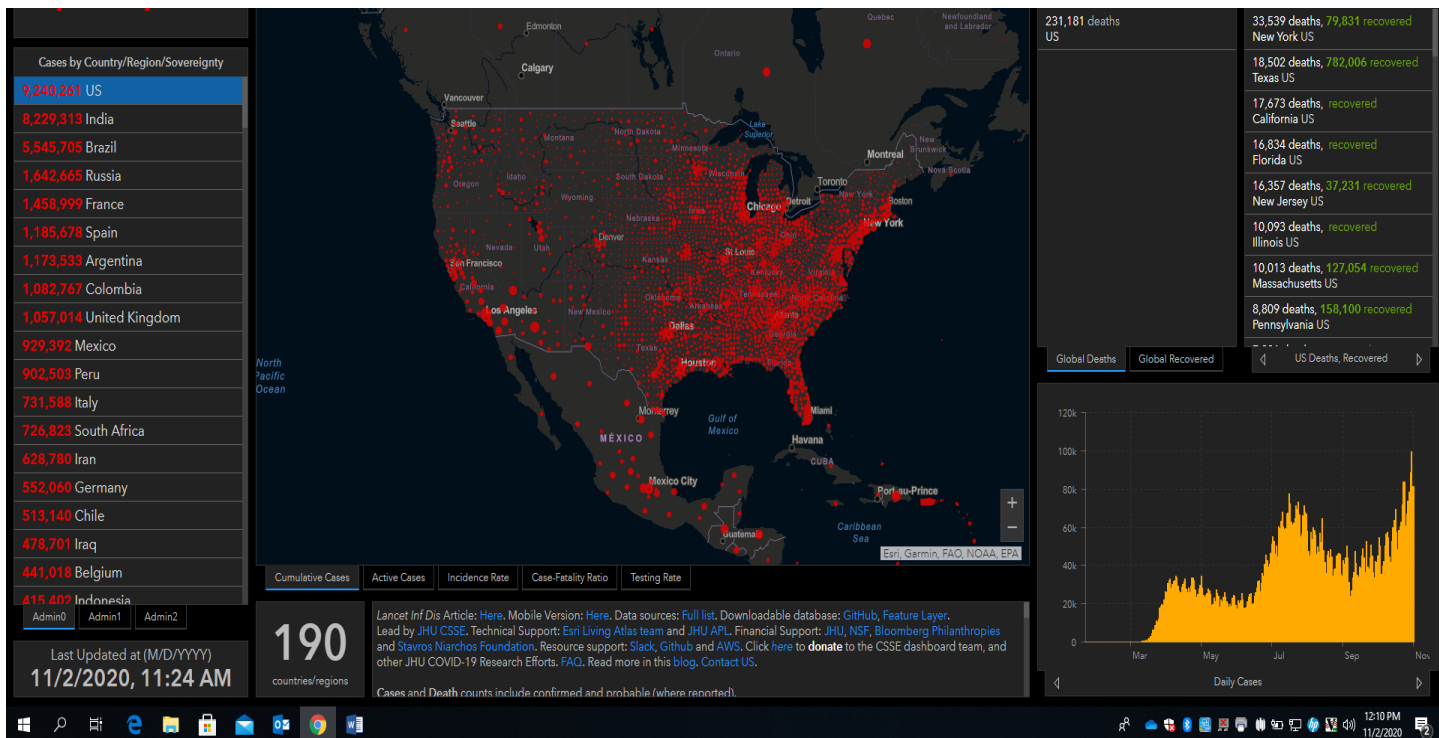
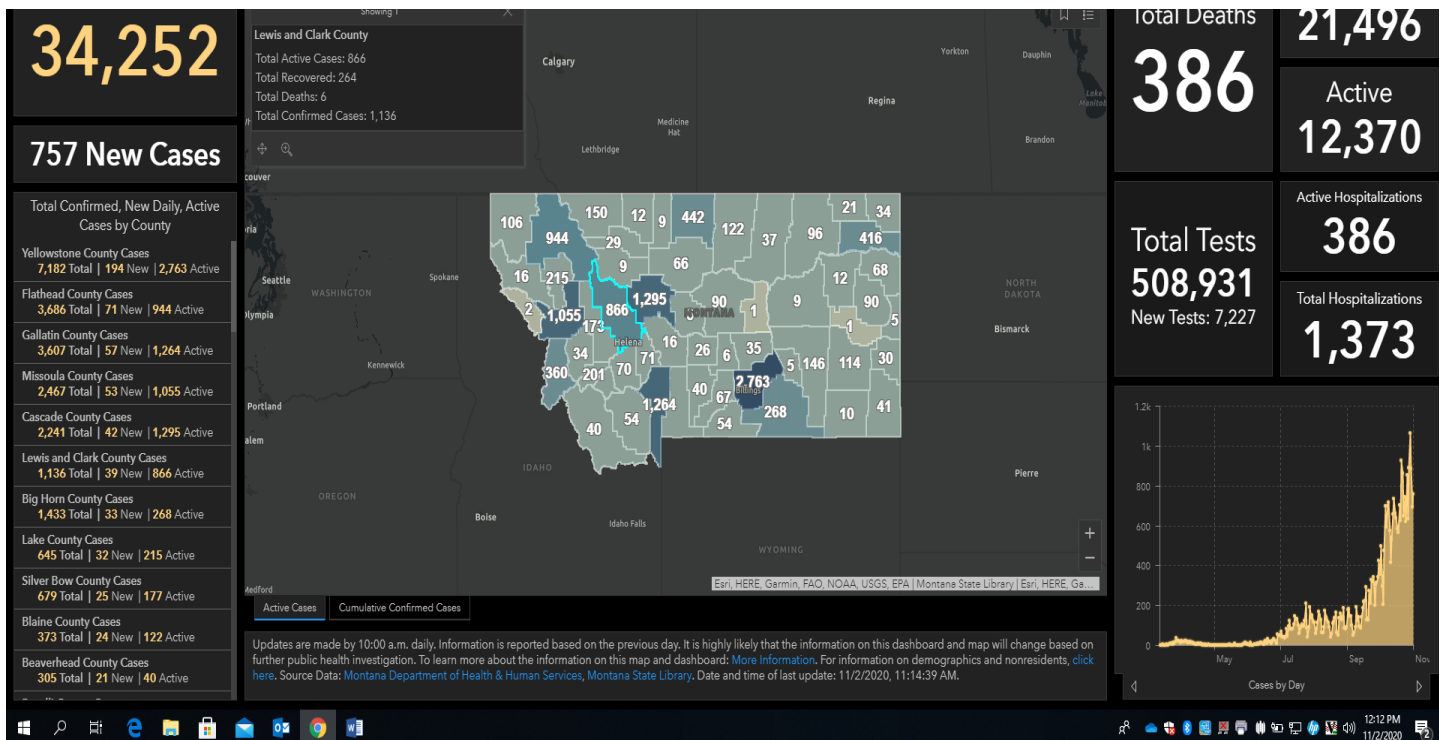
COVID-19 Incident Action Plan

11/02/20 to 11/09/20

US COVID-19 Case Rate Reported to the CDC in the Last 7 Days, by State/Territory (cases per 100K)



The Items checked below are included in this IAP	
<input checked="" type="checkbox"/> ICS 202	<input checked="" type="checkbox"/> ICS 205
<input checked="" type="checkbox"/> ICS 203	<input checked="" type="checkbox"/> ICS 206
<input checked="" type="checkbox"/> ICS 204	<input checked="" type="checkbox"/> ICS 207
Other Attachments:	
Local Docs: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> L&C County COVID Data Map (link) <input checked="" type="checkbox"/> LCPH Phase 2 Guidance Documents (link) <input checked="" type="checkbox"/> L&C Guidance on Masks (link) <input checked="" type="checkbox"/> Large Event/Gathering Planning Form (link) <input checked="" type="checkbox"/> Helena Wastewater Report (10/22) <input checked="" type="checkbox"/> East Helena Wastewater Report (10/22) 	State Docs: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Governor's Phase 2 Directive (link) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Phase 2 FAQ (link) <input checked="" type="checkbox"/> Gov's Mask Directive (link) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Mask FAQ (link) <input checked="" type="checkbox"/> Mask Directive for K-12 Schools (link) <input checked="" type="checkbox"/> Montana Hospital Capacity Report (10/25) (link)



ICS 202 – INCIDENT Objectives & Update Form

1. Incident Name: COVID-19	2. Operational Period:	Date From:	11/02/20	Date To:	11/09/20
		Time from:	0830	Time from:	0830
3. Prepared by: Name: Brett Lloyd	Position: Planning Section Chief	4. Approved by: Name: Drenda Niemann		Position: Incident Commander	

Commander's Intent:

The intent of all actions and operations is to, as much as possible, minimize disease spread through physical distancing and other evidence-based protective and preventive measures.

General Control Objectives:

1. Protect the public health by taking a lead role in preventing or minimizing the spread of COVID-19 in the community.
2. Support informational, advisory & medical resource needs of healthcare partners.
3. Maintain situational awareness and impacts on the local healthcare system and community.
4. Maintain continuity of Public Health operations.
5. Manage Public Information & Education to provide technical guidance, situational awareness and manage rumors & misinformation.
6. Implement & manage a phased local reopening effort that focuses on easing restrictions while still minimizing disease transmission.

Quick Resources:

- [Montana COVID Task Force Page](#)
- [LCPH CV-19 Page](#)
- [L&C CV-19 Data Map](#)
- [MTDPHHS Page](#)
 - [Hotline #1-888-333-0461](#)
- [COVID-19 Resource Library](#)
- [CDC COVID Data Tracker](#)
- [WHO CV-19 Page](#)

C&G Meeting Agenda

- ☐ Plans Chief opens meeting, covers ground rules, and reviews agenda.
- ☐ Situation Updates.
- ☐ Planned activities for next Ops Period.
- ☐ Outstanding issues.
- ☐ IC closing comments.

Order

- ☐ Ops-Shelly
- ☐ Ops-Laurel
- ☐ Ops-Eric
- ☐ Logistics-Jolene
- ☐ LOFR-Kathy
- ☐ PIO- Damian
- ☐ IC-Drenda

Situation Update: 11/02/20

Item	Local	State	JHU US COVID Map	Global COVID Tracker
Total Cases:	1,136	34,252	9,240,261	46,643,798
Total Deaths:	6	386	231,181	1,202,081
Active Cases	866	12,370	5,609,634	14,284,803
Total Recovered	264	21,496	3,630,627	31,156,914
Total Tests:	~9,000+*	508,931	147,248,089	

*Best estimate based on incomplete data. Not all tests or testing locations are reported to the health dept.

Number of new cases in last 7 days in our region:		10/19-10/26	10/12-10/19
• Utah – 11,628	• 52.6 per 100k	• Utah – 10,488	• Utah – 8,653
• Colorado – 12,261	• 30.8 per 100k	• Colorado – 9,787	• Colorado – 6,727
• Washington - 5,402	• 10.2 per 100k	• Washington - 4,712	• Washington - 4,636
• Idaho – 5,744	• 46.8 per 100k	• Idaho – 6,252	• Idaho – 4,881
• North Dakota - 7,774	• 146.1 per 100k (1 st in nation))	• North Dakota - 5,604	• North Dakota - 4,713
• South Dakota – 8,121	• 131.5 per 100k (2 nd)	• South Dakota – 5,934	• South Dakota – 4,664
• Montana - 5,615	• 75.5 per 100k (4 th)	• Montana - 5,059	• Montana - 4,118
• Oregon – 3,328	• 11.3 per 100k	• Oregon – 2,569	• Oregon – 2,790
• Wyoming – 2,682	• 66.3 per 100k (5 th)	• Wyoming – 2,016	• Wyoming – 1,361
• Significant increase in active cases this past week locally and across the state. Several assisted living facilities now have positive cases.			
• US will likely hit 10 million total cases and possibly 6 million active cases by Thanksgiving. Global cases still on track to hit 50 million by month's end.			
• We are continuing to try and hire more contact tracers to keep up with the workload.			
• Next IAP will be Monday, November 9, 2020.			



Federal Updates:

- Based on the most current research, CDC has updated their definition of a close contact.
 - **Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period*** starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- Personal Protective Equipment (PPE) Preservation Planning Toolkit :[This toolkit](#) was developed by the COVID-19 Healthcare Resilience Working Group and includes links to [a guide](#) and an [Excel spreadsheet](#) that can help users understand types of PPE preservation strategies and calculate how using those strategies can increase the duration of a specified PPE supply.

** Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).*

Because the general public has not received training on proper selection and use of respiratory PPE, such as an N95, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE. At this time, differential determination of close contact for those using fabric face coverings is not recommended. <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

○

Activities/Tasks for this Operational Period			
Activity	Task	Responsible POC	Status
1. Case Management	1. Contact trace investigations 2. Isolation & Quarantine follow-ups	1. Shelly & Team 2. I&Q Team	1. Ongoing 2. Ongoing
2. Technical Guidance	1. Provide tech assistance as needed. 2. Review gathering and event plans.	1. Laurel & Team 2. Laurel & Team	1. Ongoing 2. Ongoing
3. Enforcement	1. Follow up on complaints. 2. Coordinate enforcement process with local LE.	1. Laurel & Team 2. Drenda & Laurel	1. Ongoing 2. Ongoing
4. Testing	1. Coordinate testing with local partners. 2. Work with local partners for wastewater testing.	1. Shelly 2. Eric	1. Ongoing 2. Ongoing

Major Decisions / Policy Changes	
Date	Description of decision / policy change
10/23/20	<ul style="list-style-type: none"> Cap on events at 50 people

Documents / Products Developed			
Date:	Name and Description	POC:	Status/Location:
11/02/20	<ul style="list-style-type: none"> Work Quarantine Plans for Critical Infrastructure 	Eric Merchant	Ongoing,

Changes in personnel and/or resource deployment since last update			
Resource (include name if personnel)	Date of change	Disposition/Status	Location:
<ul style="list-style-type: none"> Interviews for additional contact tracers ongoing 	11/02/20	In Progress	virtual

List of major problems or concerns since last update	
Problems/Concerns:	Status:
1. Continued spike in local case numbers.	1. In Progress
2. Complaints & non-compliance	2. In Progress
3. Large event plans	3. In Progress

Recommendations or emphasis for the next operational period (e.g., objectives, tasks, resources):	
1. Contact tracing of new cases.	3. Enforcement of prevention measures and health orders.
2. Stop spread in congregate facilities.	4. Large event plan reviews.

Other Instructions / Comments:	
Provider Weekly COVID-19 Update Recurring – Every other Thursday 8:30-9:30 am (Next – November 12, 2020) Agenda: <ul style="list-style-type: none"> Situation Update Question and Answers Join Zoom Meeting https://zoom.us/j/680386439 Meeting ID: 680 386 439	Stakeholders Weekly COVID-19 Update Recurring – Friday 8:30-9:30 am (Next – November 6, 2020) Agenda: <ul style="list-style-type: none"> Situation Update Question and Answers Join Zoom Meeting https://zoom.us/j/98704192574 Meeting ID: 987 0419 2574 password: 447277



ICS 203 – Unified Health Command (UHC) Organization Assignment List

ICS 205 – UHC Contact List (Combined)

1. Incident Name: COVID-19		2. Operational Period:		Date From:	11/02/20	Date To:	11/09/20
				Time from:	0830	Time from:	0830
POSITION		NAME			CONTACT INFO		
3. UHC Incident Commander(s) and Staff – LCPH DOC # 406-457-8900							
LCPH Incident Commander		Drenda Niemann, Health Officer			o-457-8910		
SPH Incident Commander		Brian Lee, Dr. Shelly Harkins			(406) 444-2304		
Public Information Officer		Damian Boudreau			o-457-8908		
Liaison Officer		Kathy Moore			o-457-8926		
Medical Officer		Dr. William Snider, D.O.			o-457-8900		
4. UHC Operations Section							
Operations Chief		Eric Merchant			o-457-8914		
Deputy Operations Chief		St. Peter's Hospital			(406) 444-2304		
Disease Containment Branch		Shelly Maag			o-457-8947		
• Case Management Group		Linda Gleason			o-457-8900		
o Investigation Team		Tanner Rasmussen			o-457-8900		
o Isolation & Quarantine Team		Lakin Girdner			o-457-8894		
• Technical Information & Guidance Group		Laurel Riek			o- 447-8361		
o Technical Assistance Team		Nurses, Sanitarians			HOTLINE: 457-8904		
• Enforcement Group		Laurel Riek			o- 447-8361		
o Education Team		Licensed Establishment			o-457-8900		
o Warning Team		Licensed Establishment/Law Enforcement			o-457-8900		
o Enforcement Team		Law Enforcement & County Atty			o-447-8221		
Medical Branch		St. Peter's Hospital			(406) 444-2304		
• Healthcare Facilities Group		St. Peter's Hospital			(406) 444-2304		
• Testing		SPH/PureView			(406) 444-2304/457-0000		
• Treatment		St. Peter's Hospital			(406) 444-2304		
• Transport Group		SPH EMS			o-444-2228		
• Fatalities Group		Coroner			o-457-8835		
5. UHC Planning Section							
UHC Planning Chief		Brett Lloyd			o-457-8897		
Situation Unit (MIDIS Tech Specialist)		Jan Williams			o-457-8583		
Situation Unit (Epidemiologist)		VACANT					
6. UHC Logistics Section							
Logistics Chief		Brett Lloyd			o-447-8285		
Supply Unit Leader		Jolene Helgerson			o- 457-8907		
PPE Coordinator		Valerie Stacey			o-457-8891		
COAD		Joe Wojton			HOTLINE:-447-1605		
7. UHC Finance / Administration Section (AGENCY Managed)							
LCPH Finance/Administration Chief		Heather Parmer			o-457-8967		
8. Agency Executive/CEO		Justin Murgel, BoH Chair			o-457-8900		
9. County EOC/Emergency Manager		Brett Lloyd, Interim			o-457-8897		
10. External Agency Representative (FROM the Hospital Command Center)		SPH: Will Kussman VA: Paul Reyes			SPH: o-(406) 444-2118 VA, o-(406) 447-7891		
11. SPH Hospital Command Center		Sevda Raghib, LOFR			406-447-2840		
12. Prepared by:	PRINT NAME	Brett Lloyd			DATE:	11/02/20	
	POSITION:	UHC Plans Chief			TIME:	1130	



Incident Command System Form 204

Assignment List

1. Incident Name: COVID-19		2. Operational Period:		Date From: 11/2/2020	Date To: 11/9/2020
				Time From: 8:30:00 AM	Time To: 8:30:00 AM
3. Assignment Identifier:		4. Operations		Personnel:	
Section	Operations	Operations Section Chief	Eric Merchant	406-457-8914	
Branch	Disease	Operations Sect, Deputy			
		Branch Director	Shelly Maag	406-457-8947	
Group	Case Management	Group Supervisor	Linda Gleason	406-457-8900	
5. Resources Assigned:		# of Persons	Contact numbers	Reporting Location, Special Equipment and Supplies	
Resource Identifier	Name				
Investigation Team	Tanner Rasmussen	30	406-457-8904	Murray Building	
Isolation & Quarantine Team	Lakin Girdner	9	406-457-8894	Home/Telework	
6. Work Assignments:					
TASKS:					
Investigation Team - Oversee & conduct case contact investigations.					
I&Q Team - Follow-up with I&Q cases regularly as needed.					
7. Special Instructions:					
See Incident Objectives and Commander's Intent.					
8. Communications (radio and/or phone numbers needed for this assignment):					
Name	Function	Radio (Frequency/ System/Channel)	Phone	Cell	
Eric Merchant	Operations Section Chief		406-457-8914		
Nurse Hotline	Technical Guidance		406-457-8904		
SPH ICP	LOFR		406-444-2304		
Brett Lloyd	DES Coordinator, Interim		406-457-8897		
9. Prepared by: Brett Lloyd, Plans Chief		Signature:			
ICS Form 204		Date/Time:	11/2/2020	13:36	



Incident Command System Form 204

Assignment List

1. Incident Name: COVID-19		2. Operational Period:		Date From: 11/2/2020	Date To: 11/9/2020	
				Time From: 8:30:00 AM	Time To: 8:30:00 AM	
3. Assignment Identifier:		4. Operations		Personnel:		
Section	Operations	Operations Section Chief	Eric Merchant	406-457-8914		
Branch	Disease	Operations Sect, Deputy	St. Pete's Ops Chief	406-444-2304		
		Branch Director	Shelly Maag	406-457-8947		
Group	Technical Info & Guidance	Group Supervisor	Laurel Riek	406-447-8361		
5. Resources Assigned:		# of Persons	Contact numbers	Reporting Location, Special Equipment and Supplies		
Resource Identifier	Name					
"Technical Assistance Team"	Nurses			varies	406-457-8904	Murray Building
	Sanitarians			varies	406-457-8900	Telework
6. Work Assignments:						
TASKS: All - Take calls needing technical information and guidance as it relates to COVID. - Provide facility/industry/situation-specific guidance as needed. - Develop Guidance documents and post on LCPH COVID Webpage. Distribute as needed. - Conduct Plan reviews for events and gatherings.						
7. Special Instructions:						
See Incident Objectives and Commander's Intent.						
*Calls offering to help (volunteers) and calls needing assistance with basic needs (food, shelter, financial etc.) should be referred to DES (406) 447-8285						
8. Communications (radio and/or phone numbers needed for this assignment):						
Name	Function	Radio (Frequency/ System/Channel)	Phone	Cell		
Eric Merchant	Operations Section Chief		406-457-8914			
Nurse Hotline	Technical Guidance		406-457-8904			
SPH ICP	LOFR		406-444-2304			
Brett Lloyd	DES Coordinator, Interim		406-457-8897			
9. Prepared by: Brett Lloyd, Plans Chief		Signature:				
ICS Form 204		Date/Time:	11/2/2020	13:36		



Incident Command System Form 204

Assignment List

1. Incident Name: COVID-19		2. Operational Period:		Date From: 11/2/2020	Date To: 11/9/2020
				Time From: 8:30:00 AM	Time To: 8:30:00 AM
3. Assignment Identifier:		4. Operations	Personnel:		Ph. Number(s)
Section	Operations	Operations Section Chief	Eric Merchant	406-457-8914	
Branch	Disease	Operations Sect, Deputy			
		Branch Director	Shelly Maag	406-457-8947	
Group	Enforcement	Group Supervisor	Laurel Riek	406-447-8361	
5. Resources Assigned:					
Resource Identifier	Name	# of Persons	Contact numbers	Reporting Location, Special Equipment and Supplies	
Education Team	Laurel Riek	varies	406-457-8900	Varies	
Lewis & Clark Sheriff's Office	Leo Dutton	varies	406-447-8235	Varies	
Helena Police Dept.	Steve Hagan	varies	406-447-8479	Varies	
East Helena PD	William Harrington	varies	406-227-8686	Varies	
City Attorney			406-457-8595		
County Attorney			406-447-8221		
6. Work Assignments:					
TASKS:					
Education Team - (1st Complaint): Follow up on complaints and provide guidance, education and information to suspected violators.					
Warning Team - (2nd complaint): LCPH-Draft Warning Letter to violators, Law Enforcement - Deliver letter in person and observe suspected violations.					
Enforcement Team - (3rd Complaint): Law Enforcement, conduct on-site investigation to verify violation and forward results to appropriate County or City Attorney's Office.					
7. Special Instructions:					
See Incident Objectives and Commander's Intent.					
8. Communications (radio and/or phone numbers needed for this assignment):					
Name	Function	Radio (Frequency/ System/Channel)	Phone	Cell	
Eric Merchant	Operations Section Chief		406-457-8914		
Nurse Hotline	Technical Guidance		406-457-8904		
SPH ICP	LOFR		406-444-2304		
Brett Lloyd	DES Coordinator, Interim		406-457-8897		
9. Prepared by: Brett Lloyd, Plans Chief		Signature:			
ICS Form 204		Date/Time:	11/2/2020	13:40	



Incident Command System Form 204

Assignment List

1. Incident Name: COVID-19		2. Operational Period:		Date From: 11/2/2020	Date To: 11/9/2020
				Time From: 8:30:00 AM	Time To: 8:30:00 AM
3. Assignment Identifier:		4. Operations		Personnel:	
Section	Operations	Operations Section Chief	Eric Merchant	406-457-8914	
Branch	Medical	Operations Sect, Deputy			
		Branch Director	St. Peter's Hospital	406-444-2304	
Group	Healthcare Facilities	Group Supervisor	St. Peter's Hospital	406-444-2304	
5. Resources Assigned:					
Resource Identifier	Name	# of Persons	Contact numbers	Reporting Location, Special Equipment and Supplies	
St. Peter's Hospital	Sevda Raghib	varies	406-447-2840		
PureView	Jill Steeley	varies	406-457-0000		
6. Work Assignments:					
TASKS:					
ALL - Screen suspected COVID patients, test/refer for testing as appropriate, inform LCPH of positive cases, treat all Covid patients safely. Coordinate for the provision of services, as able, to at-risk populations.					
7. Special Instructions:					
See Incident Objectives and Commander's Intent.					
St. Peter's Hospital COVID-19 CALL CENTER 406-457-4180					
8. Communications (radio and/or phone numbers needed for this assignment):					
Name	Function	Radio (Frequency/ System/Channel)	Phone	Cell	
Eric Merchant	Operations Section Chief		406-457-8914		
Nurse Hotline	Technical Guidance		406-457-8904		
LCPH	LOFR		406-457-8926		
Brett Lloyd	DES Coordinator, Interim		406-457-8897		
9. Prepared by: Brett Lloyd, Plans Chief		Signature:			
ICS Form 204		Date/Time:	11/2/2020	13:40	



Incident Command System Form 204

Assignment List

1. Incident Name: COVID-19		2. Operational Period:		Date From: 11/2/2020	Date To: 11/9/2020
				Time From: 8:30:00 AM	Time To: 8:30:00 AM
3. Assignment Identifier:		4. Operations		Personnel:	
Section	Operations	Operations Section Chief	Eric Merchant	406-457-8914	
Branch	Medical	Operations Sect, Deputy			
		Branch Director	St. Peter's Hospital	406-444-2304	
Group	Transport	Group Supervisor	David Webster	406-444-2304 406-444-2228	
5. Resources Assigned:					
Resource Identifier	Name	# of Persons	Contact numbers	Reporting Location, Special Equipment and Supplies	
St. Peter's Hospital	Sevda Raghib	varies	406-447-2840		
SPH EMS	David Webster	varies	406-444-2228		
6. Work Assignments:					
TASKS:					
ALL - Work with Unified Health Command (UHC) and EOC to coordinate, as able, the transport of suspected or confirmed COVID patients and at-risk populations.					
7. Special Instructions:					
See Incident Objectives and Commander's Intent.					
St. Peter's Hospital COVID-19 CALL CENTER 406-457-4180					
8. Communications (radio and/or phone numbers needed for this assignment):					
Name	Function	Radio (Frequency/ System/Channel)	Phone	Cell	
Eric Merchant	Operations Section Chief		406-457-8914		
Nurse Hotline	Technical Guidance		406-457-8904		
LCPH	LOFR		406-457-8926		
Brett Lloyd	DES Coordinator, Interim		406-457-8897		
9. Prepared by: Brett Lloyd, Plans Chief		Signature:			
ICS Form 204		Date/Time:	11/2/2020	13:40	



Incident Command System Form 204

Assignment List

1. Incident Name: COVID-19		2. Operational Period:		Date From: 11/2/2020	Date To: 11/9/2020
				Time From: 8:30:00 AM	Time To: 8:30:00 AM
3. Assignment Identifier:		4. Operations		Personnel:	
Section	Operations	Operations Section Chief	Eric Merchant	406-457-8914	
Branch	Medical	Operations Sect, Deputy			
		Branch Director	St. Peter's Hospital	406-444-2304	
Group	Fatalities	Group Supervisor	Leo Dutton, Coroner	406-457-7398	
5. Resources Assigned:					
Resource Identifier	Name	# of Persons	Contact numbers	Reporting Location, Special Equipment and Supplies	
Coroner POC	Brent Colbert	2	406-457-8835	Varies	
6. Work Assignments:					
TASKS:					
Coroner - Coordinate disposition of remains of suspected COVID patients with Unified Health Command (UHC) and local Funeral Homes to prevent further disease spread.					
7. Special Instructions:					
See Incident Objectives and Commander's Intent.					
8. Communications (radio and/or phone numbers needed for this assignment):					
Name	Function	Radio (Frequency/ System/Channel)	Phone	Cell	
Eric Merchant	Operations Section Chief		406-457-8914		
Nurse Hotline	Technical Guidance		406-457-8904		
Coroner	Group Supervisor		406-457-8835		
Brett Lloyd	DES Coordinator, Interim		406-457-8897		
9. Prepared by: Brett Lloyd, Plans Chief		Signature:			
ICS Form 204		Date/Time:	11/2/2020	13:40	



ICS 206 – INCIDENT Medical Plan

1. Incident Name: COVID-19		2. Operational Period:	Date From:	07/20/20	Date To:	Ongoing
			Time from:	0830	Time from:	0830
3. Prepared by: Name: Brett Lloyd		Position: Planning Section Chief		4. Approved by: Name: Drenda Niemann		Position: Incident Commander

Commander's Intent:

The intent of all actions and operations is to, as much as possible, minimize disease spread through social distancing and other evidence-based protective and preventive measures.

Safety Message: (updated 7/20/20): As of July 16, 2020, masks are required in indoor areas open to the public.

For more information, read the [Governor's directive here](#).

Exceptions to the mask requirement include [ref. Section 4 of Governor's Directive]:

- children under the age of five. All children between the ages of two and four, however, are strongly encouraged to wear a face covering in accordance with the provisions of this Directive. Children under the age of two should not wear a face covering;
 - persons consuming food or drinks in an establishment that offers food or drinks for sale;
 - persons engaged in an activity that makes wearing a face covering impractical or unsafe, such as strenuous physical exercise or swimming;
 - persons seeking to communicate with someone who is hearing impaired;
 - persons giving a speech or engaging in an artistic, cultural, musical, or theatrical performance for an audience, provided the audience is separated by at least six feet of distance;
 - persons temporarily removing their face covering for identification purposes;
 - persons required to remove face coverings for the purpose of receiving medical evaluation, diagnosis, or treatment; or
 - persons who have a medical condition precluding the safe wearing of a face covering.
-
- Only those employees in public-facing work spaces are required to wear face coverings as specified in this Directive. All other employees are asked to wear face coverings in all shared indoor spaces including but not limited to, hallways, break rooms, shared offices, meeting rooms, and shared vehicles. Additionally, employees working outside must wear face coverings when social-distancing is not possible.
 - In instances where no mask can be worn due to a noted exception under Section 4 (sited above), employees in public-facing roles must remain behind glass or plastic screening and maintain a strict 6-foot distance between themselves and all other employees. As we continue in Phase 2 of the re-opening plan, here are some reminders about keeping city-county work environment as safe and healthy as possible. Please continue to follow the provisions and procedures noted below:
 - Where feasible, employees that have been working remotely should continue to work remotely;
 - Continue to conduct symptom screening at the beginning of each shift;
 - Maintain physical distancing of 6 feet in the office or common areas.
 - Continue to follow the handwashing guidelines; use hand sanitizer when washing hands is not an option;
 - Avoid touching your eyes, nose, and mouth with your hands; avoid close contact with others; and cover coughs and sneezes;
 - Continue to disinfect common equipment and other highly touched surfaces. Everyone has a role in this.
 - Use the masks, gloves, sanitation supplies, and hand sanitizer provided;
 - Stay home from work if you're feeling sick or experiencing COVID-19 symptoms. Use the proper procedure established by your department/office/work unit to notify your supervisor as soon as possible. If you start experiencing symptoms at work, it's important to notify your supervisor and go home as soon as possible. COVID-19 Symptoms Include: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell. We encourage you to go in for testing if you're experiencing these symptoms and wait for your results before returning to work.
- Diligence is needed in our handwashing (hygiene habits) and sanitation efforts! Offices that have waiting lines or waiting areas for customers/member of the public should review the [guidelines for Phase II reopening in the Governor's Directive](#).
- ### Travel Guidelines
- If you have plans for out-of-state travel, please make note of the following:
- Upon return, if you can work from home for 14 days, this is the first and best choice. Maintaining efficient operations, even from home, is still a priority for Lewis and Clark County.
 - If you develop symptoms, call your provider. If they recommend a test, stay home until you know your results. You will want to let your provider know when and where you have traveled.
 - If working from home is not an option, please exercise precaution and follow the protocols your office or department put in place, as well as the CDC guidelines above in order to maintain the healthiest work environment possible.
 - If you have family or friends visiting from out-of-state where close contact cannot be avoided (understandably), the precautions above should also be followed.



ICS 206 – INCIDENT Medical Plan

Instructions on when and how to ask for medical help:

- Symptoms of COVID-19 include a fever over 100 degrees F, cough, and difficulty breathing. If you have mild symptoms, stay home if possible and contact your medical provider by phone for guidance. Your provider will make sure you don't expose others in the office or hospital setting. He or she will also work with public health professionals to determine if you need to be tested.
- If you have severe symptoms, such as difficulty breathing, seek care immediately. Let the 9-1-1 dispatcher know that you might have COVID-19.
- Older patients and people who have underlying medical conditions or compromised immune systems should contact their physician early in the course of even mild illness.

Location of Medical Aid Stations:

- Testing is being done at both St. Peter's Urgent Care in Helena and by PureView in East Helena. **Walgreens is doing testing daily from 9-5.**
- You no longer need to have a provider's order to be tested for COVID. There are various drive up clinics happening in the near future. Also, "Alluvian" in Great Falls does drive up testing.

Personal Protective Equipment

Location	PPE Type	Instructions for Use
Murray Building	Face Masks Required	Non Clinical Staff – Cloth Masks, wash daily Clinical Staff – Cloth or surgical masks, dispose or wash daily Patients – Surgical masks
City/County Building	Face Masks Required	Non Clinical Staff – Cloth Masks, wash daily
EOC	Face Masks Required	Non Clinical Staff – Cloth Masks, wash daily
Out in Public	Face Masks-, Required in indoor, public spaces and outside where social distancing cannot be maintained, e.g. standing in a line, at a gathering, etc.	Non Clinical Staff – Cloth Masks, wash daily

Other Instructions:

- If you feel ill, notify your supervisor immediately. Do not come to work until you feel better.
- If you have questions or concerns, contact the state hotline at 1-888-333-0461 or the LCPH Nurse's Hotline at 406-457-8904.

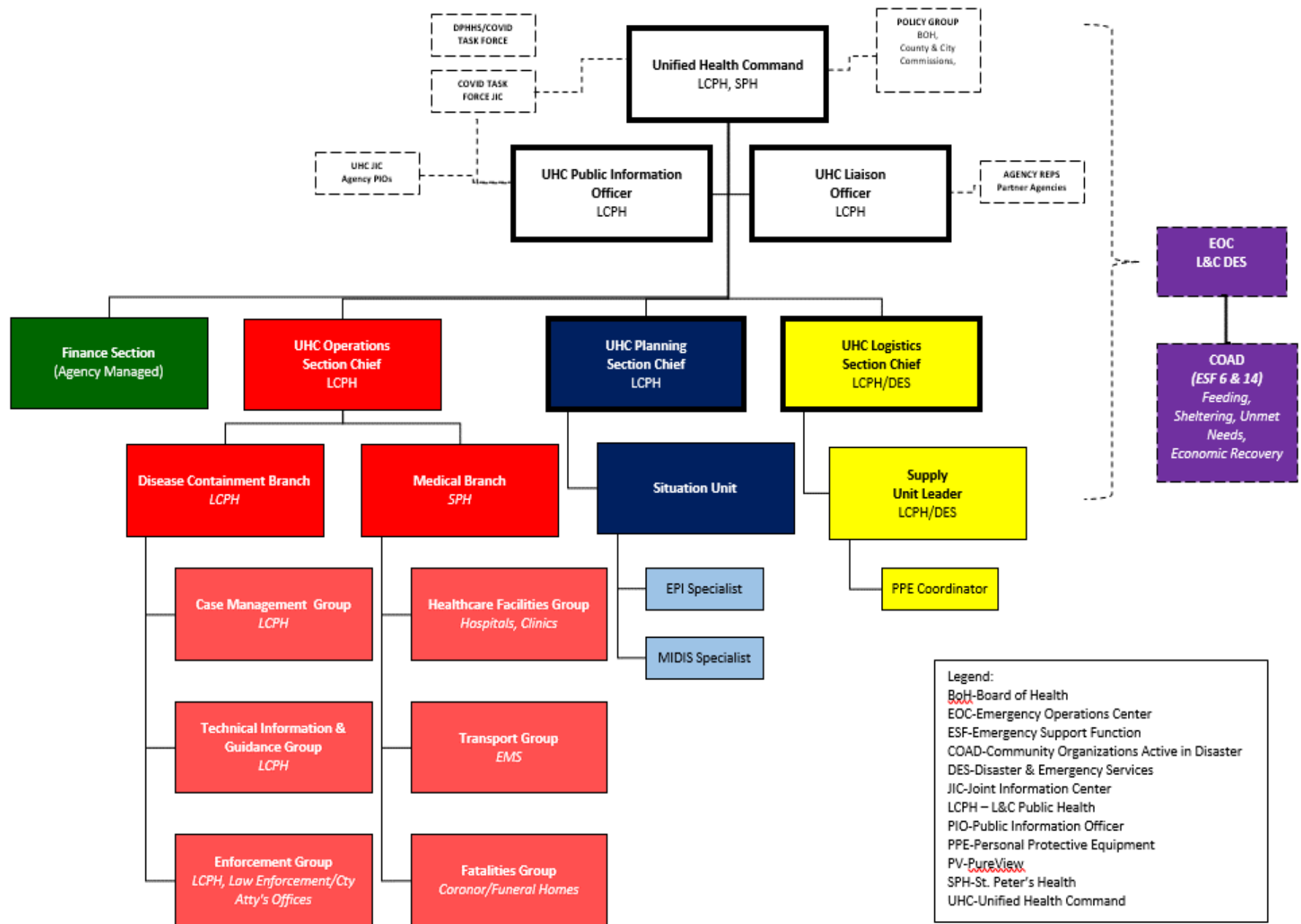
PPE Strategies:

- [Strategies for Optimizing the Supply of PPE](#) (CDC)
- [Strategies for Optimizing the Supply of N95 Respirators](#) (CDC)
- [Extending the Use and/or Reusing Respiratory Protection During Disasters](#) (APIC)
- [Temporary Enforcement Guidance – Healthcare Respiratory Protection](#) (OSHA)
- [Conserving Facemasks and Respirators During a Critical Shortage](#) (TJC)
- [PPE Burn Rate Calculator](#) (CDC)
- [PPE Emergency Use Authorizations](#) (FDA)
- [Decontamination and Reuse of Filtering Facepiece Respirators](#) (CDC)

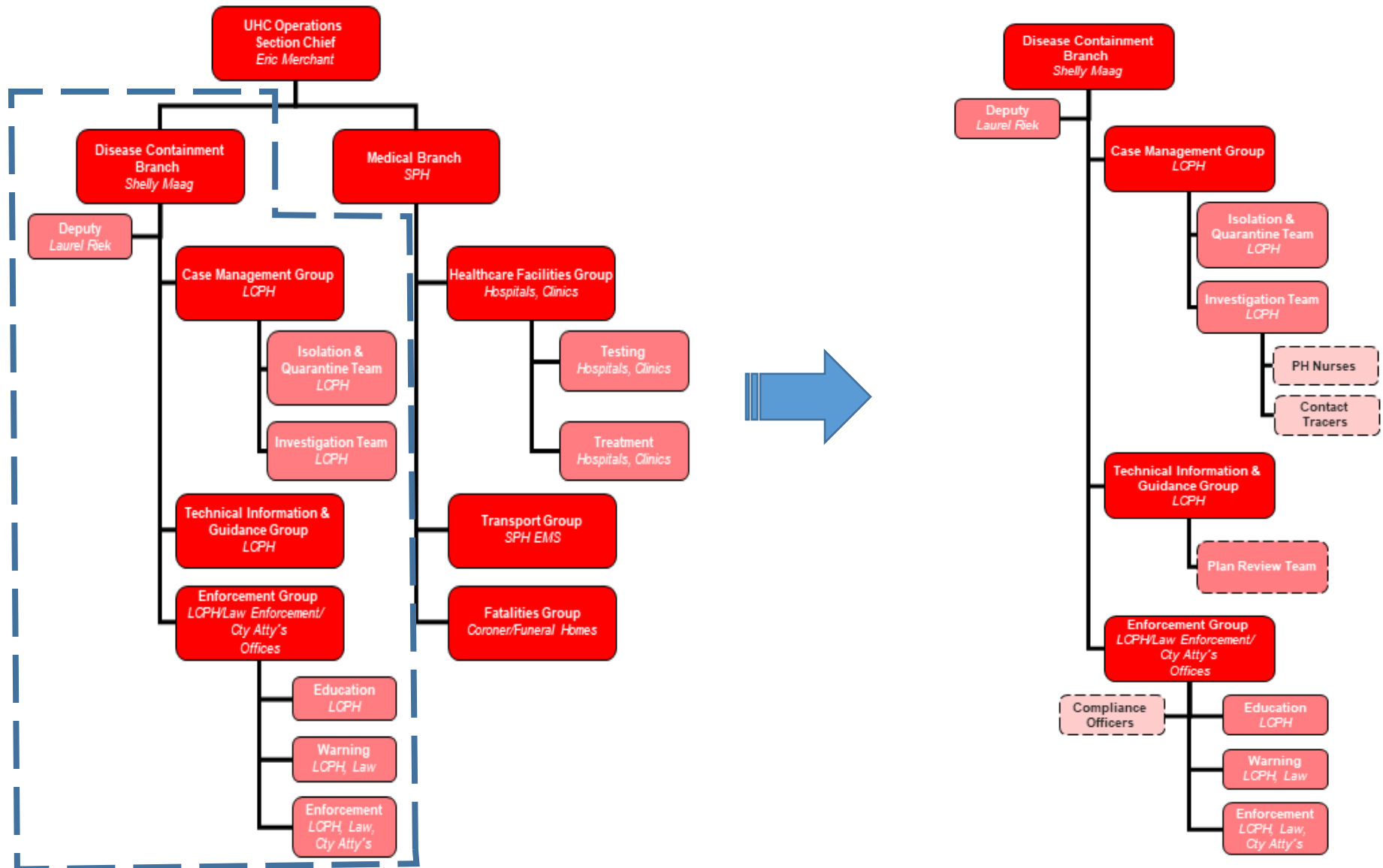
List of Montana based PPE Vendors:

<http://innovatemontana.com/blog/mask-up-with-montana-produced-masks>





Operations Section



ICS 202b – Position Objectives & Update Form

1. Incident Name:	2. Operational Period:	Date From:		Date To:	
		Time from:		Time from:	
3. Prepared by: Name:	Position:	4. Approved by: Name:	Position:		

Situational Update for your Position

Your Position's Objectives / Activities for this Operational Period

Objectives and Activities	Status
A.	
B.	
C.	
D.	
E.	

Major Decisions / Policy Changes made by your Position			
Time	Description of decision / policy change		
Documents / Products Developed			
Time	Name and Description	Location	
Changes in personnel and/or resource deployment since last situation status update			
Resource (include name if personnel)	Time of change	Disposition	Current location
List of major problems or concerns since last update:			
Recommendations for the next operational period (e.g., objectives, tasks, resources):			
<p>Quote of the week:</p> <p style="text-align: center;"><i>You have not failed until you quit trying.</i> Gordon B. Hinckley</p>			